



# JAMES CLARK

## Export Agent Coordinator

✉ support@qwikresume.com

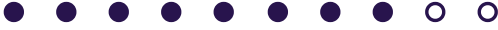
☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

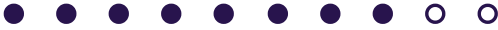
Data Analysis



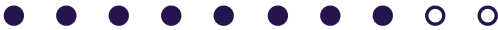
International Trade Laws



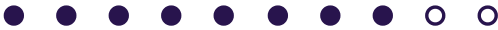
Risk Management



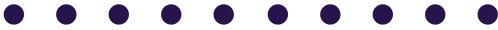
Negotiation Skills



Market Research



Cultural Awareness



### 🎯 INTERESTS

🔧 DIY Projects    ✂️ Crafting

🧘 Meditation    🏛️ History

### 👊 STRENGTHS

🌿 Humility    💡 Innovation

👁️ Insightfulness    ✅ Integrity

### 🗣️ LANGUAGES



English

Dutch

Arabic

### 🌟 ACHIEVEMENTS

🌟 Successfully coordinated over 500 international shipments annually, ensuring timely delivery and adherence to all customs regulations.

🌟 Implemented a new tracking system that reduced shipment discrepancies by 30%, enhancing overall operational efficiency.

### 👤 PROFESSIONAL SUMMARY

Results-oriented Export Agent Coordinator with 5 years of comprehensive experience in managing international shipments and ensuring compliance with customs regulations. Proven ability to streamline logistics operations while maintaining strong relationships with clients and stakeholders. Passionate about applying expertise in export documentation and supply chain management to drive operational excellence.

### 💼 WORK EXPERIENCE

Export Agent Coordinator

📅 Apr / 2022-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Track and manage all international shipments, ensuring compliance with customs regulations and timely delivery.
2. Arrange, book, and confirm cargo space on flights, optimizing logistics routes for efficiency.
3. Collaborate with shipping lines and air carriers to prepare Air Waybills (AWB) and Bills of Lading (BL).
4. Address inquiries from customers and overseas agents while liaising with customs brokers to resolve issues.
5. Organize and coordinate the import, export, and domestic shipments, including hazardous materials and oversized cargo.
6. Prepare all necessary documentation, including AWB, BL, invoices, and Dangerous Goods declarations.
7. Assist in resolving customer service issues by providing effective solutions to meet client needs.

Export Agent

📅 Apr / 2020-Apr / 2022

Crescent Moon Design

📍 Portland, OR

1. Create and manage airway bills for various transport modes, ensuring accuracy in export documentation.
2. Coordinate export shipments and manage data capture for tracking purposes.
3. Handle land and ocean shipments, preparing all required documentation for cargo shipping.
4. Ensure compliance with export regulations and documentation requirements for each destination country.
5. Generate freight charge invoices and destination invoices for shippers, ensuring timely billing.
6. Coordinate cargo loading on flights and monitor shipment status for timely updates.

### 🎓 EDUCATION

Bachelor of Science in Logistics Management

📅 Apr / 2018-Apr / 2020

University of California

📍 Denver, CO

Focused on logistics, supply chain management, and international trade practices.